



**UNITED STATES DISTRICT COURT - DISTRICT OF ARIZONA**  
**Office of the Clerk of Court**

**Career Opportunity #: 06/57**

**Date: September 12, 2006**

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<b>POSITION:</b>	<b>Official Court Reporter</b>
<b>POSITION TYPE:</b>	<b>Full Time, Temporary<sup>1</sup></b>
<b>SALARY RANGE:</b>	<b>\$66,506 - \$79,808 (Depending on Qualifications)</b>
<b>CLOSING DATE:</b>	<b>September 29, 2006</b>
<b>LOCATION:</b>	<b>Phoenix, Arizona</b>

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***Join the U.S. District Court's team of energetic, career minded professionals! The Office of the Clerk offers an opportunity for self-motivated individuals with excellent interpersonal skills and strong work ethic to launch or continue a career in public service. Our fast paced, prestigious environment consists of challenging and rewarding work, training opportunities, and the potential for advancement for bright people with lots of initiative. A substantial federal employee benefits and incentive package is offered to include a retirement plan, health and commuter benefits, life insurance, long-term care insurance, and flexible spending accounts.***

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**SALARY INFORMATION**

The base salary is \$66,506 per annum plus transcription fees at a page rate established by the Judicial Conference of the United States. Applicants who possess the minimum qualifications, longevity (ten years of service in the Federal Courts) or merit certification will be eligible for appointment at a salary of \$69,832. Eligibility for a starting salary of \$73,157 requires minimum qualifications, longevity and merit certification or realtime certification. Eligibility for a starting salary of \$76,483 requires minimum qualifications, longevity and realtime certification or merit certification and realtime certification. Eligibility for a maximum starting salary of \$79,808 requires minimum qualifications, longevity, merit certification and realtime certification. An official court reporter is required to be on duty a minimum of 40 hours per week based on normal business hours and any additional hours the primary judge to whom the reporter is assigned on any day may require.

**OCCUPATIONAL INFORMATION**

An official court reporter is responsible for the verbatim recording of proceedings of United States district judges and magistrate judges. Official court reporters are employees of the Clerk of Court. Ten official court reporters and one electronic court recorder operator are assigned by the supervisor in the Phoenix Division to meet the verbatim reporting needs of eight active district court judges, four senior judges, four magistrate judges and visiting judges.

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<sup>1</sup>Court reporter allocations are certified annually based on in-court hours and judicial workload.

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*The staff of the Clerk's Office ensures the effective, efficient and professional delivery of clerical and administrative services, while fostering a customer-friendly and employee-friendly environment.*

## **MINIMUM QUALIFICATIONS**

- ◆ at least four years of prime court reporting experience in the free lance field of service or in other courts or a combination; and
- ◆ must have qualified by testing for listing on the registry of professional reporters of the National Court Reporters Association.

## **PREFERRED QUALIFICATIONS**

- possess Realtime Certification from NCRA or USCRA;
- possess a Certificate of Merit from the National Shorthand Reporters Association;
- possess software and hardware used to produce Realtime Transcripts in the courtroom.

## **SELECTION PROCESS**

Applicants will be screened for these qualifications and the best qualified applicants will be invited for a personal interview.

Judiciary employees serve under excepted appointments and are considered at will employees. Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. The initial appointment to this position is provisional pending the successful completion of the required background checks or investigations. The United States District Court is a drug-free work place and the applicant selected will also be required to participate in a drug screening test prior to employment.

The Court reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the District Court Executive may elect to select a candidate from the original qualified applicant pool.

## **ADDITIONAL INFORMATION**

This position is subject to mandatory electronic fund transfer (direct deposit) participation for net pay.

Judicial employees are entitled to standard federal benefits such as paid vacation time, paid sick time, medical insurance, life insurance, retirement, and a tax-deferred savings plan. Employees are also eligible for long-term care and disability insurance and a Flexible Benefits Program which includes pre-tax deductions for health benefits premiums, health care expenses, dependent care, and commuter benefits.

## **HOW TO APPLY**

Submit a District of Arizona application form\*, cover letter, resume, a copy of your most recent performance evaluation, a list of references and a photocopy of your certificate of proficiency, merit and/or Realtime Certification to:

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**United States District Court  
Attn: Human Resources Division  
Sandra Day O'Connor U.S. Courthouse, Suite 150  
401 West Washington Street, SPC 4  
Phoenix, AZ 85003-2118**

**(602) 322-7110                      FAX (602) 322-7119**

\* You can obtain our application form on our web page at [www.azd.uscourts.gov](http://www.azd.uscourts.gov) under "Employment/Employment Applications"

Applications received after the closing date may not be considered.

THE UNITED STATES DISTRICT COURT FOR THE DISTRICT OF ARIZONA IS AN  
EQUAL OPPORTUNITY EMPLOYER